## Utah State Office of Education Title I Sub-grantee Appeal Procedure

## **Purpose**

The purpose of the Title I Appeals Procedure is to provide local education agencies (LEAs) and other sub-grantees a formal process by which to appeal determinations made by the Utah State Office of Education (USOE) that may affect funding or operations of applicable federal programs.

## **Applicable Programs**

- (1) Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies)
- (2) Part B of Title I (Even Start Family Literacy Programs)
- (3) Part C of Title I (Migrant Education)
- (4) Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out)

## Procedure

- 1. The LEA or sub-grantee will have 15 working days to file a written appeal with the State Superintendent appealing the determinations made as result of monitoring, audit, program review, or complaint investigation that affect the funding or operations of the applicable program. The State Superintendent (or designee) may seek additional information from either or both parties and grant or deny the appeal.
- 2. Upon review of the appeal, the State Superintendent of Public Instruction will send a formal Letter of Determination. If the appeal is granted, the State Superintendent (or designee) will provide written notice and a revised Letter of Findings to both parties within 15 working days of receipt of written appeal. If the appeal is not granted, the Letter of Determination will state the reasons for denial of the appeal.
- 3. Within 10 working days of receipt of the Letter of Determination from the State Superintendent of Public Instruction, the LEA or sub-grantee may accept the determination or appeal to the U.S. Department of Education. Appeals to the U.S. Department of Education must be accompanied by a copy of the original Letter of Findings and the Letter of Determination from the State Superintendent of Public Instruction.